

# AIS Manual 25-L37-AJK-ATT-EM-4

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### SECTION 9. COOK STATUS FUNCTION

#### 9.1 Cook Status Function.

a. Use the Cook Status Function to add and update cook authorization status by UICs within the subordinate commands. The IFA can use this information to plan for replacement personnel in your facility. This function contains four subfunctions and two exit options:

- (1) Add Personnel Records (para 9.2).
- (2) Update Personnel Records (para 9.3).
- (3) Delete Personnel Records (para 9.4).
- (4) View / Print Cook Status Report (para 9.5).

(5) Exit the Cook Status Options Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. Select Option G from the AFMIS-DFO Command Menu (fig. 9.1-1) to review the subfunctions in Cook Status.

AFMIS-DFO: A B C D E F <b>G</b> H X		
Cook Status		
DATE: 18 Aug 95    DINING FACILITY OPERATIONS COMMAND MENU    AJK-003		
-----Press F8 for Help-----		
A - MEAL PRODUCTION PLANNING	F - INVENTORY	
B - INVENTORY	G - COOK STATUS	
C - TRANSFERS	H - BATCH	
D - ROS / SOC	X - SIGN OFF THE DFO	
E - INQUIRIES	SUBSYSTEM	

Figure 9.1-1. Cook Status Menu Selection.

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c. The Cook Status Options Menu (fig. 9.1-2) is displayed.

AFMIS-DFO: <b>A</b> B C D R X		
Add personnel records		
DATE: 18 Sep 95	COOK STATUS OPTIONS MENU	AJK-041
-----Press F8 for Help-----		
A - ADD PERSONNEL RECORDS		
B - UPDATE PERSONNEL RECORDS		
C - DELETE PERSONNEL RECORDS		
D - VIEW / PRINT COOK STATUS REPORT		
R - RETURN TO DFO COMMAND MENU		
X - EXIT FROM DFO PROCESSING		

Figure 9.1-2. Cook Status Options Menu (AJK-041).

9.2 Add Personnel Records Subfunction. Use this subfunction to add cook status information for newly assigned personnel.

9.2.1 Processing Restrictions. None.

9.2.2 Processing Materials. None.

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9.2.3 Add Personnel Record Screen AJK-042. To begin adding personnel records, select Option A from the Cook Status Options Menu. The Add Personnel Records Screen AJK-042 (fig. 9.2-1) is displayed.

DATE: 15 Sep 95	ADD PERSONNEL RECORDS	AJK-042
ACTIVITY CODE: 000117		
ACTIVITY NAME: HQ COMMAND 1		
LAST NAME: ABRAMS	DATE OF RANK: 06 SEP 90	
FIRST NAME: DAVID	DATE OF ASSIGNMENT: 15 JUL 90	
MIDDLE INITIAL: A	PROJECTED LOSS DATE: 30 SEP 95	
RANK: SSG	EDUCATION LEVEL: 12	
UNIT OF ASSIGNMENT: W26BBA	DEPLOYABLE: (Y/N): Y	
REMARKS:		
Press ESC to save		
Press DEL to interrupt		

Figure 9.2-1. Add Personnel Record Screen (AJK-042) - ADD.

- The cursor is positioned in the LAST NAME field.
- Enter the individual's last name (up to 10-characters) and press [Enter]. The cursor moves to the FIRST NAME field.
- Enter the individual's first name (up to 8-characters) and press [Enter]. The cursor moves to MIDDLE INITIAL field.
- Enter the middle initial (optional) and press [Enter]. The cursor moves to the RANK field.
- Enter the individual's 3-digit rank and press [Enter]. Or press F5 to display the Select Rank Overlay Screen AJK-060. See paragraph 9.2.4 for processing instructions.

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f. Enter the 6-digit unit of assignment and press [Enter]. Or press F5 to display the Select Unit of Assignment Overlay Screen AJK-061. See paragraph 9.2.5 for processing instructions.

g. Enter the individual's date of rank in the (dd mmm yy) format and press [Enter]. The cursor moves to DATE OF ASSIGNMENT field.

h. Enter the date of assignment in the (dd mmm yy) format and press [Enter]. The cursor moves to the PROJECTED LOSS DATE field.

i. Enter the projected date of loss (optional) and press [Enter]. The cursor moves to the EDUCATION LEVEL field.

j. Enter the highest level of military school and press [Enter]. Or press F5 to display the Select Education Level Overlay Screen AJK-062. See paragraph 9.2.6 for processing instructions.

k. Enter the 1-digit DEPLOYABLE code and press [Enter]. The cursor moves to the REMARKS field.

l. Enter your remarks (if applicable) and press [Esc]. The following messages are displayed: **PERSONNEL RECORD ADDED, PLEASE WAIT . . .** Then, **DO YOU WANT TO ADD ANOTHER PERSONNEL RECORD AT THIS TIME (Y or N)?**

(1) Enter Y to add another record. The Add Personnel Record Screen AJK-042 is redisplayed.

OR

(2) Enter N to end processing. The Cook Status Options Menu AJK-041 is displayed. You can choose another option.

m. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 9.2.7 for processing instructions.

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9.2.4 Select Rank Overlay Screen AJK-060. This screen (fig. 9.2-2) is displayed when you press F5 to show a list of the valid ranks you can add to a record.

DATE: 15 Sep 95	ADD PERSONNEL RECORDS	AJK-042																
ACTIVITY CODE: 000117																		
ACTIVITY NAME: HQ COMMAND 1																		
LAST NAME: WI	<div style="border: 1px dashed black; padding: 10px;"><div style="text-align: center;">SELECT RANK                      AJK-060</div><div style="text-align: center;">Use arrow keys to scroll, ESC to select</div><table><tr><td>PV1</td><td>PV2</td><td>PFC</td><td>CPL</td></tr><tr><td>SPC</td><td>SGT</td><td>SSG</td><td>SFC</td></tr><tr><td>MSG</td><td>SGM</td><td>WO1</td><td>CW2</td></tr><tr><td>CW3</td><td>CW4</td><td>CW5</td><td>CIV</td></tr></table></div>		PV1	PV2	PFC	CPL	SPC	SGT	SSG	SFC	MSG	SGM	WO1	CW2	CW3	CW4	CW5	CIV
PV1			PV2	PFC	CPL													
SPC			SGT	SSG	SFC													
MSG			SGM	WO1	CW2													
CW3			CW4	CW5	CIV													
FIRST NAME: TH																		
MIDDLE INITIAL:																		
RANK:																		
UNIT OF ASSIGNM																		
REMARKS:	Press DEL to interrupt																	
Enter soldier's rank OR press F% to pick.																		

Figure 9.2-2. Select Rank Overlay Screen (AJK-060).

- a. The cursor is positioned in the PV1 field of the first column.
- b. Use the [Enter] or ARROW keys to scroll through the list line by line.
- c. Highlight the rank you want and press [Esc]. That choice is recorded on the Add Personnel Records Screen AJK-042. Press [Enter] to continue processing.

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**9.2.5 Select Unit of Assignment Overlay Screen AJK-061.** This screen (fig. 9.2-3) is displayed when you press F5 to show a list of the unit identification codes by company name.

```

DATE: 15 Sep 95                      ADD PERSONNEL RECORDS                      AJK-042
ACTIVITY CODE: 000117
ACTIVITY NAME: HQ COMMA+-----+
|
| LAST NAME: WILLIA
|
| FIRST NAME: THOMAS                SELECT UNIT OF ASSIGNMENT                AJK-061
|
| MIDDLE INITIAL:                  Use arrow keys to scroll, ESC to select
|                                F3 - forward, F4 - backward, DEL - exit
|
| RANK:
|
| UNIT OF ASSIGNM                  UIC                                UNIT NAME
|                                ŪW26BBA                            A CO HQ COMMAND
|                                W26BBB                             B CO HQ COMMAND
|                                W26BBC                             C CO HQ COMMAND
|                                W26BBD                             AVN DET, HQ COMMAND
|                                W28TTD                             HQ 212 ENG BN
|
| REMARKS:
|
| Enter UIC of soldier's+-----+

```

Figure 9.2-3. Select Unit of Assignment Overlay Screen (AJK-061).

- a. The cursor is positioned in the UIC field of the first unit on the list.
- b. Use the [Enter] or ARROW keys to scroll through the list line by line.
- c. Use the F3 key to page forward and F4 to page back.
- d. Highlight the UIC you want and press [Esc]. That choice is recorded on the Add Personnel Records Screen AJK-042. Press [Enter] to continue processing.

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9.2.6 Select Education Level Overlay Screen AJK-062. This screen (fig. 9.2-4) is displayed when you press F5 to show a list of the possible military education levels.

DATE: 15 Sep 95	ADD PERSONNEL RECORDS	AJK-042
+-----+-----+		
A A  SELECT EDUCATION LEVEL AJK-062  Use arrow keys to scroll, ESC to select, DEL to exit  CODE ---- EDUCATION LEVEL-----  1 ON-THE-JOB TRAINING 2 ADVANCED INDIVIDUAL TRAINING 3 PRIMARY LEADER DEVEL. COURSE 4 BASIC NCO COURSE 5 ADVANCED NCO COURSE 6 SERGEANTS MAJOR ACADEMY	DATE OF RANK: 01 SEP 90  DATE OF ASSIGNMENT: 02 Aug 94  PROJECTED LOSS DATE: 31 Jan 99  EDUCATION LEVEL:  DEPLOYABLE? (Y/N):  ve terrupt	
E+-----+-----+k.		

Figure 9.2-4. Select Education Level Overlay Screen (AJK-062).

- a. The cursor is positioned in the CODE field of the first EDUCATION LEVEL field.
- b. Use the [Enter] or ARROW keys to scroll through the list line by line.
- c. Highlight a code for the education level you want, and press [Esc]. That choice is recorded on the Add Personnel Records Screen AJK-042. Press [Enter] to continue processing.

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9.2.7 Process Interrupt Ring Menu. This ring menu (fig. 9.2-5) is displayed when you interrupt the Add Personnel Records Process. Use it to continue processing, start over, return to the Cook Status Options Menu, or exit processing.

INTERRUPT MENU: <b>A</b> B   R   X Continue processing
---

Figure 9.2-5. Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the screen is cleared. You can restart the process.
- c. Select R and the Cook Status Option Menu is displayed.
- d. Select X and the system login screen is displayed.

9.2.8 Outputs. No reports are produced in this process.

9.3 Update Personnel Records Subfunction. Use this subfunction to modify personnel records already on file.

9.3.1 Processing Restrictions. Serial numbers are automatically assigned by the system. You must run the View / Print Cook Status Report Subfunction to display a listing of personnel by serial number.

9.3.2 Processing Materials. None.

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9.3.3 Enter Serial Number Screen AJK-043 - UPDATE. To update your personnel records, select Option B from the Cook Status Options Menu. The Enter Serial Number Screen AJK-043 (fig. 9.3-1) is displayed.

DATE: 15 Sep 95	INSERT SERIAL NUMBER	AJK-043
SERIAL NUMBER: 11		
please enter the serial number of the soldier's personnel record and press ESC		
OR		
press F5 to pick		
PRESS <DELETE> TO INTERRUPT PROCESSING		
Enter serial number from cook status report OR press F5 to pick.		

Figure 9.3-1. Enter Serial Number Screen (AJK-043) - UPDATE.

- a. The cursor is positioned in the SERIAL NUMBER field.

(1) Enter the serial number and press [Enter]. The personnel records for that individual are displayed on the Update Personnel Records Screen AJK-042.

OR

(2) Press F5 to display the Select Personnel Record Screen AJK-063. See paragraph 9.3.6 for processing instructions.

- b. To interrupt processing, press [DELETE]. The process Interrupt Ring Menu is displayed. See paragraph 9.2.7 for processing instructions.

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9.3.4 Update Personnel Records Screen AJK-042. This screen (fig. 9.3-2) is displayed when you enter a serial number on The Enter Serial Number Screen AJK-043 or make a selection from the Select Personnel Record Screen AJK-063.

DATE: 15 Sep 95	UPDATE PERSONNEL RECORDS	AJK-042
ACTIVITY CODE: 000117		
ACTIVITY NAME: HQ COMMAND 1		
LAST NAME: SETTLES	DATE OF RANK: 15 JUN 90	
FIRST NAME: HERMAN	DATE OF ASSIGNMENT: 10 AUG 92	
MIDDLE INITIAL: C	PROJECTED LOSS DATE: 15 OCT 95	
RANK: SFC	EDUCATION LEVEL: 5	
UNIT OF ASSIGNMENT: WA67AA	DEPLOYABLE: (Y/N): N	
REMARKS: BEGIN TRANSITION LEAVE 16 SEP 95.		
Press ESC to save		
Press DEL to interrupt		

Figure 9.3-2. Update Personnel Records Screen (AJK-042) - UPDATE.

- a. All the data pertaining to that record is displayed, and the cursor is positioned in the LAST NAME field.
- b. To make changes, enter new data over the old and press [Enter]. The cursor moves to the next field.
- c. Continue these steps until you make the changes you want. When you finish, press [Esc]. The following messages are displayed: **PERSONNEL RECORD UPDATED, PLEASE WAIT . . .** Then, **DO YOU WANT TO UPDATE ANOTHER PERSONNEL RECORD AT THIS TIME (Y or N)?**
  - (1) Enter Y to update another record. The Enter Serial Number Screen AJK-043 is redisplayed.
  - OR
  - (2) Enter N to end processing. The Cook Status Options Menu AJK-041 is displayed. You can choose another option.

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**9.3.5 Select Personnel Record Overlay Screen AJK-063.** This screen (9.3-3) is displayed when you press F5 in the Update Personnel Records subfunction. Use it to select a personnel record when one is not entered on the Enter Serial Number Screen AJK-043 - Update.

a. This screen displays the unit identification code, last name, first name, middle initial, rank, date of rank, and date of assignment.

DATE: 15 Sep 95	INSERT SERIAL NUMBER	AJK-043		
SELECT PERSONNEL RECORD				
AJK-063				
Use arrow keys to scroll, ESC to select, F3 - forward, F4 - backward, DEL - exit				
UIC	NAME	RANK	DATE OF RANK	DATE OF ASSIGNMENT
W26BBA	ABRAMS DAVID	A	SSG 06 Sep 90	15 Jul 90
W26BBC	BASS PETER	T	SFC 01 Jan 93	15 Aug 93
W26BBD	CONE DENNIS		SPC 10 Aug 92	02 Jul 93
W26BBB	PETERSON COSMO	R	SSG 01 Mar 93	10 Mar 93
W26BBA	WILLIAMS THOMAS	A	SSG 01 Sep 90	02 Aug 94
PRE				
Ent				

Figure 9.3-3. Select Personnel Record Overlay Screen (AJK-063).

- The cursor is positioned in the UIC field of the first column.
- Use the [Enter] or ARROW keys to scroll through the list line by line.
- Use the F3 key to page forward by page, and F4 to page back.
- Highlight the record you want and press [Esc]. That choice is recorded on the Add Personnel Records Screen AJK-042. Press [Enter] to continue processing.
- To interrupt processing on this screen, press [DELETE]. The Update Personnel Records Screen AJK-042 is displayed.

**9.3.6 Outputs.** No reports are produced in this process.

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9.4 Delete Personnel Records Subfunction. Use this subfunction to delete personnel records that have been added or updated in error.

9.4.1 Processing Restrictions. Serial numbers are automatically assigned by the system. You must run the View / Print Cook Status Report Subfunction to display a listing of personnel by serial number.

9.4.2 Processing Materials. None.

9.4.3 Enter Serial Number Screen AJK-043 - DELETE. To begin deleting personnel records, select Option C from the Cook Status Options Menu. The Enter Serial Number Screen AJK-043 (fig. 9.4-1) is displayed.

DATE: 15 Sep 95	INSERT SERIAL NUMBER	AJK-043
<div style="text-align: center; margin-top: 40px;">SERIAL NUMBER: 11</div> <div style="text-align: center; margin-top: 20px;">please enter the serial number of the soldier's personnel record and press ESC</div> <div style="text-align: center; margin-top: 20px;">OR</div> <div style="text-align: center; margin-top: 10px;">press F5 to pick</div> <div style="text-align: left; margin-top: 20px; font-size: small;">PRESS &lt;DELETE&gt; TO INTERRUPT PROCESSING</div> <div style="text-align: left; margin-top: 5px; font-size: small;">Enter serial number from cook status report OR press F5 to pick.</div>		

Figure 9.4-1. Enter Serial Number Screen (AJK-043) - DELETE.

- a. The cursor is positioned in the SERIAL NUMBER field.

(1) Enter the serial number and press [Enter]. The personnel records for that individual are displayed on the Delete Personnel Records Screen AJK-042. See paragraph 9.4.4 for processing instructions.

OR

(2) Press F5 to display the Select Personnel Record Screen AJK-063. See paragraph 9.3.6 for processing instructions.

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b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 9.2.7 for processing instructions.

9.4.4 Delete Personnel Record Screen AJK-042 - DELETE. This screen (fig. 9.4-2) is displayed when you enter a serial number on The Enter Serial Number Screen AJK-043 or make a selection from the Select Personnel Record Screen AJK-063.

DATE: 15 Sep 95	DELETE PERSONNEL RECORDS	AJK-042
ACTIVITY CODE: 000117		
ACTIVITY NAME: HQ COMMAND 1		
LAST NAME: SETTLES	DATE OF RANK: 15 JUN 90	
FIRST NAME: HERMAN	DATE OF ASSIGNMENT: 10 AUG 92	
MIDDLE INITIAL: C	PROJECTED LOSS DATE: 15 OCT 95	
RANK: SFC	EDUCATION LEVEL: 5	
UNIT OF ASSIGNMENT: WA67AA	DEPLOYABLE: (Y/N): N	
REMARKS: BEGIN TRANSITION LEAVE 16 SEP 95.		
DELETE THIS RECORD? (Y OR N).		
Press ESC to save		
Press DEL to interrupt		

Figure 9.4-2. Delete Personnel Records Screen (AJK-042) - DELETE.

a. All the personnel data pertaining to this record is displayed, and the cursor is positioned in the DELETE THIS RECORD field.

b. The message: **DELETE THIS RECORD (Y or N).** is displayed.

(1) Enter Y to confirm deletion. Two messages are displayed: **SELECTED RECORD HAS BEEN DELETED. DO YOU WANT TO DELETE ANOTHER PERSONNEL RECORD AT THIS TIME (Y or N)?**

(a) Enter Y to delete another record. The Enter Serial Number Screen AJK-043 is redisplayed.

OR

(b) Enter N to end processing. The Cook Status Options Menu AJK-041 is displayed.

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OR

(2) Enter N to end processing. The message: **USER CHOSE NOT TO DELETE THIS RECORD.** is displayed. Then, the Cook Status Options Menu AJK-041 is displayed. You can choose another option.

9.4.5 Outputs. No reports are produced in this subfunction.

9.5 View / Print Cook Status Report Subfunction. Use this subfunction to review the screen or request a print of personnel records that have been added or updated.

9.5.1 Processing Restrictions. None.

9.5.2 Processing Materials. None.

9.5.3 Processing Actions. To begin reviewing or printing personnel records, select Option D from the Cook Status Options Menu.

a. The following messages are displayed: **PLEASE WAIT . . . , DO YOU WANT THE OUTPUT TO GO TO THE SCREEN OR PRINTER (S/P)?**

b. Enter S when you want to review personnel data on the screen. The Dining Facility Operations Cook Status Report (PCN AJK-JD1) is displayed. See paragraph 9.5.4 for processing instructions.

OR

c. Enter P when you want to print a report. The message: **HOW MANY COPIES? (LIMIT 5)** is displayed.

(1) Enter the number of copies and the following message is displayed: **REPORT HAS BEEN PRINTED. PRESS RETURN TO EXIT PROCESS.**

(2) Press [Enter] and the Cook Status Options Menu AJK-041 is displayed. You can select another option.

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9.5.4 Dining Facility Operations Cook Status Report Screen PCN AJK-JD1. This screen (fig. 9.5-1) is displayed when you select S from the screen message. Use it to review the personnel data before you decide to request a print.

a. The personnel records are broken down by activity codes, dining facilities, and units of assignment.

DATE: 15 Sep 95		DINING FACILITY OPERATIONS COOK STATUS REPORT				PCN AJK-JD1			
ACTIVITY CODE: 00124		DINING FACILITY NAME: HHC 1/325 AIR							
UNIT OF ASSIGNMENT: CO A		UIC: W26BBA							
SERIAL NUMBER	RANK	-----NAME-----		DATE OF RANK	DATE OF ASGNMT	DATE OF PROJ LOSS	E L	D C	
18	SFC	WISSEMAN	JIMMY	K 30 JUN 94	05 AUG 93	01 SEP 95	5	N	
3	SGM	SMALE	DENNIS	L 01 APR 94	01 AUG 94	31 OCT 95	6	Y	
14	SSG	JOHNSON	JIMMY	M 01 DEC 93	26 JUL 92	30 NOV 94	4	Y	
6	SPC	DAVIS	RICHARD	01 AUG 90	30 JUN 93	30 NOV 95	2	N	
11	SSG	BROWN	SANDRA	E 01 JUN 93	05 MAY 93	31 DEC 95	4	Y	
2	SFC	SIMS	BILLY	K 31 JUL 93	01 OCT 94	30 NOV 97	4	Y	
PRESS RETURN TO CONTINUE OR DEL TO EXIT									

Figure 9.5-1. DFO Cook Status Report Screen (AJK-JD1).

b. This screen displays the serial number, rank, last and first name, middle initial, date of rank, date of assignment, date of projected loss, education level, and deployment status. Six records can be displayed to the screen at one time.

c. Press [Enter] to continue your review. When you reach the end of your records, the last page displays the education level codes and deployability codes.

OR

d. To interrupt your review, enter [q] and press [Enter]. Or press [DELETE] and the Cook Status Options Menu AJK-041 is displayed. You can choose another option.

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9.5.5 Outputs. The Dining Facility Operations Cook Status Report (PCN AJK-JD1) is printed during this process. See Appendix C for an example of this report.